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ABSTRACT

This description of the development of an index to periodicals published by New York State agencies begins by discussing the criteria used in determining which titles to index, which years to cover, and what subject headings to use. Recruitment of indexers and the development of indexing guidelines by the Government Documents Roundtable of the New York Library Association are then described, and the features of CINDEX, the high performance program for the IBM PC which was chosen for preparing the index, are noted. The use of the New York State Library's STAR SYSTEM for producing an automated database as well as printed copies is briefly described. The report concludes with a discussion of the status of the project. Copies of memos from editors to indexers, the bibliographic entry record forms, and several sample pages from the first edition of the index are attached. (MES)

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# NEW YORK STATE PERIODICAL INDEX

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## NEW YORK STATE PERIODICAL INDEX

Accessing the New York State Governmental Agencies' periodical publications is virtually impossible. We are co-editing a New York State Periodicals Index.

Criteria were established for the periodicals to be included, mailings were sent to get interested qualified indexers, contacts were made with tne New York State Library for publishing, guidelines were set up for indexers to follow, and procedures were created for a smooth work-flow.

The first edition of New York State Periodicals Index, 1985-1987 should be ready for publication in the summer or early fall of 1988.

# NEW YORK STATE PERIODICAL INDEX

## INTRODUCTION

Since their beginning, the agencies of New York State have been publishing periodicals ranging from one page announcements to volumes of 50+ pages and running the gamut from archives to zoology. This material is of interest not only to agency employees but to researchers, students, consumers, hobbyists, and the work force. The information is there for all to use, if one knows where the information is and how to get to it.

Government document librarians all over the state have been aware of the wealth of resource material that has gone untapped all these years. The solution, of course, is an index.

It's hard to explain how the New York State Periodical Indexing project got started. Obviously a number of librarians were interested in providing access to this information. Neither documents nor serials are easy to keep track of and the combination is worse. One of the key factors in finally getting the project underway was the availability of the Research Publications New York State Document Collection on fiche.

Once the decision had been made that it WOULD be done and not just should be, the nitty gritty work began. Which titles should be indexed? What type of subject headings should be used? Who would be willing indexers? What program could be or would be used to input the information? What about publishing costs?

## METHODS

To determine which titles to index, issues of all titles included in the Research Publication collection were examined . (This list was used because those titles were easily accessible and thus information could be checked if necessary.) A title was eliminated if it was indexed elsewhere, such as CONSERVATIONIST or if it had its own index, like BAILEYA. Those titles which contain information of interest only to an agencies' workers were also eliminated as were those without enough "meat" to justify inclusion. If the contents were consistent in a title, this title was included under a blanket term - for example, under the subject term "Dairy Industry," is the phrase, "Check issues of MARKET ADMINISTRATOR'S BULLETIN." From a list of 190 titles, 68 were chosen; but since the beginning, some titles have ceased publication and new ones have begun, so the exact number is hard to pinpoint.

Once the titles were determined, it was decided to start with 1986 and go back to 1985, and then when the 1987 titles become available, index those so that the first volume of the

Index would encompass 1985-1987. A decision still needs to be made on how far back to cover.

Because the main goal of the project is to offer easy and convenient access to the materials, it was originally planned to use the Wilson subject headings, but after sharing ideas with the other indexers and understanding the need for greater flexibility and depth, and being made aware that few of the indexers had access to Wilson publications, the Library of Congress subject headings are the ones used whenever possible.

To get indexers, the Government Documents Roundtable of the New York Library Association placed an announcement in its newsletter asking for volunteers. A letter was sent on March 2, 1987 to all librarians who had expressed an interest. Included with the letter were the list of titles to be indexed, the first set of guidelines for indexing and a request for suggestions to facilitate the process. Each librarian chose the titles he/she was willing to index, and sent the list back to the editors and on a first come, first served basis the titles were assigned. The guidelines were sketchy but there was a need to leave room for change. After the initial mailing, Nancy Hoshlyk, Coordinator, Bibliographer Control at SUNY College at Plattsburgh suggested creating an author, title, and subject index to be all inclusive. Five different sets of guidelines have been sent out with changes in wording or punctuation or format reflecting the different suggestions that have been made. The indexers sent the information to the editors and it was rearranged to suit the needs of the computer software package that had been purchased.

CINDEX, a high-performance program for use in preparing indexes for journals and books had been chosen. It runs on the IBM-PC and compatible computers. It has many of the features necessary for indexing: 1. fully alphabetized records at all times; 2. instant access to any record (or group of records) by specifying leading characters from the main heading; 3. automatic cancellation of redundant subheadings; 4. powerful full-screen editor for entry and modification of records. Several hundred entries were input and the project was well underway.

Meanwhile, Jerome Yavarkowsky, Director of the New York State Library and Mary Redmond, one of the indexers and also a Principal Librarian, Legislative and Government Services at the New York State Library, felt that this information that was being gathered would be important as a data base. It was also desirable to publish the index semi-annually with each issue superseding the previous one. CINDEX is not capable of these particular tasks but it is proving to be exceptionally valuable in producing a limited index with set parameters; THE SUBJECT INDEX TO NEW YORK DOCUMENTS. The editors went to Albany to meet with Jerome, Mary and two other indexers and to observe the State Library's STAR SYSTEM which not only has

high capacity but also the ability to store the material as a data base and to produce printed copies.

This raised the question whether it was possible to locally input the data in batches through a phone linkup or have the data downloaded into Star from floppy discs created in Brockport. Since the STAR can't accept the batch system, making tele-communications costs exorbitant, and is also incompatible with the floppy discs, it was agreed that the inputting should be done in Albany but that all editing would be done at Brockport.

It has not yet been decided who is going to underwrite the cost of publishing the index. GODORT is willing to contribute to it and the State Library may share some of the expense.

Since a 3 pronged base is involved - the indexers to the editors to the State Library, the following work-flow has been established and it seems to be working well with only one set of indexed material being lost from indexer to editor. The indexers send their sheets to Brockport, where the forms are edited, a copy made to keep on file, and the final draft of each sheet sent to the State Library where it is relayed to the STAR program for inputting of the data for publication.

The changes in procedures brought about changes in the guidelines. Indexing forms started as 3" x 5" cards, changed to 8 1/2" x 5 1/2" forms, and finally to 8 1/2" x 11" forms. This last form is made available by the State Library and is sent out from Mary Redmond's office. The basic information has remained the same but the format has changed to make it more convenient in the final stages of inputting.

The indexers and editors have met twice: once at the State University of New York Librarians' Association' June, 1987 meeting and the other at the New York Librarians' Association's meeting in October of 1987. These meetings have proven productive because at the June meeting, the project was just underway so the sharing of ideas brought up some questions regarding the titles. What should be done about a periodical that has a name change or has been dropped altogether or what about a new serial that has emerged? At the October meeting, after most indexers were well underway, the uppermost question was how narrow should the subject headings be? Since each person differs in his/her indexing approaches to a certain extent, it was felt that the determining factors should be - what would the patron be apt to look under or what subject would be the most useful? The editors reserve the right to make changes but most of the indexers are attuned to their patrons' needs and gear the subject headings appropriately.

It was at this October meeting that a tentative deadline was set for the first volume to be published.

Another meeting is planned for the June, 1988 meeting of SUNYLA and most of the people involved in the project are again looking forward to getting together. The results of the meeting will be reported at the time of giving this paper.

Marilyn Douglas, Senior Librarian and Head of State Agencies Services in the Legislative and Governmental Services of the New York State Library shared a letter sent to the agencies whose periodicals she was indexing, explaining the project and alerting them to the fact that their periodicals would not only be included in a paper copy of an index but also be part of a database. The agencies responded enthusiastically. A copy of the letter was sent to all indexers to do with as they wished.

Notes have been sent reminding the indexers to get their material in so that the chance of a summer or early fall 1988 publishing will be a reality.

## CONCLUSION

At first, the undertaking of this project seemed immense but taking it one step at a time, analyzing the procedures, working with reliable people, having open communication, and sharing an eagerness to throw open this vast mine of information has made this particular task very rewarding. It will be an ongoing project and the commitment to its future will determine its success.

Hopefully, this will be an incentive to other areas to do likewise and that the New York State Periodical Index will prove to be a great aid in information retrieval.

TO: All Prospective Indexers

FROM:

RE: New York State Periodical Index Project

DATE: March 2, 1987

Welcome! I think we're ready to begin. I'm enclosing a list of titles to be indexed and some guidelines for indexing.

For the sake of expediency, we used only those periodicals included in Research Publications collection of New York State documents for the basic list.

In general, titles were omitted from the enclosed list if they did not seem to have enough "meat" to justify inclusion (such as Budget Perspective) or dealt with one specific topic (such as Abandoned Property). Baileya was omitted because it has its own index and The Conservationist was dropped because it's indexed in Readers Guide. The list isn't set in concrete so feel free to submit your own favorites for omission or inclusion - including Baileya & The Conservationist if you think they should be included.

Look the list over and let me know which ones you would be willing to index. I'll assign titles as I hear from you and will confirm (or deny) your choices on a first come, first served basis. Don't begin indexing until I've confirmed your choices.

The guidelines are sketchy, I know. I expect as we begin to index, other items will occur to us. Don't hesitate to call or write with suggestions, questions, etc.

Thanks to all - and good luck.

TO: All NYS Periodical Indexers

FROM:

DATE: March 23, 1987

I've listed below the periodical titles I've assigned to you. If there is any discrepancy, please let me know.

Start with 1986 issues and go backwards. Please send cards quarterly or so - not all at once!

We're going to do author, title, & subject as a result of a suggestion from Nancy Hoshlyk. Use separate cards if an article needs to be listed under more than one subject. (We'll get the author & title information from the subject cards - you don't need to make extra cards for that.)

As always, contact me for questions, suggestions, et cetera.

TO:

FROM:

DATE:

We haven't heard from you regarding which NYS Periodicals you would like to (or are willing to) index. We're enclosing a list of the titles still available. Please let either of us know what titles you will index. Or, let us know if you cannot join the project.

We'd appreciate an early reply.

Thank you.

TO: All Indexers

FROM:

DATE: April 13, 1987

Some further instructions regarding format that have arisen as a result of questions from some of you.

Authors: Use the following -

"Surname, First Name and First Name, Surname. (For one or two authors)

"Surname, First Name, et al." (For 3 or more authors)

Abbreviations:

"vol" for volume
"no" for issue number
"bib" for bibliographical references

Geographical Subdivisions:

Omit "New York State" but do use place names inside NY, if applicable.

For example, don't use "Education - New York (State) -- but do use "Education - New York (City)."

Dear Indexer:

Some of you have sent in your initial sections of indexes and we have started using CINDEX to compile them. If you have not sent yours in, please be thinking of it. .

In setting up the format for each record we have discovered that the following form is easier to read and will be of more use to the patron. (If you have started using the old form, fine - but with new records please use this form:)

SUBJECT HEADING:

Title. Author (surname first). Journal title

(use abbreviation), Vol. ___, #___, (date, year)

pp.

Your name

We do have a limit of 200 characters per record so some consolidation is needed with the long records. We welcome any comments or suggestions you may have concerning the format.

We met with Mary Redmond and Jerome Yavarkowsky to observe their STAR program in action and to see how we can work together.

We have spoken to Cathy Dwyer who is GODORT Program Chairman for the 1987 NYLA Conference and there is time for us to get together for a breakfast meeting on Saturday, October 24, at 8:00 a.m. at the Hilton. The cost is $7.35 per person including tax and tip. Hope this proves convenient for you. Please let me know as soon as possible if you will be there or not, because I have to make final arrangements.

Enclosed are two sample pages of the index so you can see what shape it's taking.

See you at NYLA and keep those cards and records coming.

Sincerely,

April 1, 1988

Mary:

I'm enclosing a list of completed issues and also the names of those indexers who have sent us stuff. (We thought that would be better than giving GODORT a list of those who haven't!)

We'd like to set some deadlines for completion of 1986 and 1987 issues. How does November 1988 sound?

You might mention that so far we've had only one instance when forms sent to us did not reach us; and, as far as we know, you have gotten all the batches we've mailed to you.

The indexing in general seems very good. We've contacted some people with general suggestions and they've responded very well.

We do have some indexing for issues prior to 1985 but we haven't edited them. We may if we ever get caught up with the newer issues.

Some of the titles included on our original list ceased publication prior to 1985. Have you an easy way to check the list to see which ones are no longer alive? Catalyst for Change, Civil Service Digest, Coastal Ocean Pollution Assessment, and Community Investing have all ceased, we know.

Guess that's all. Have a good meeting.

NOTE TO ALL INDEXERS;

Enclosed are forms and instructions, along with a sample letter to editors you might want to use. Please use pencil when doing your forms. (It's easier for us to change things if we need to.) Also, be as specific as possible with your descriptors without being over zealous.

If you have indexing done on previous forms, don't bother transferring them.. Send them on and we will do it.

Thanks.

November 20,1987

"F1" Editor
"F2"
"F3"

Dear "F4";

As part of its commitment to improve access to government information statewide, the New York Library Association Government Documents (GODORT) Round Table has created a Serials Indexing Project Committee to index significant New York State journal publications which are not indexed elsewhere.

We are pleased that your publication, "F5", has been selected to be included in this project. The indexing will begin with the 1985 issues and continue with current and subsequent issues. A print edition of this index will be produced semiannually and in conjunction with this project, the State Library also plans to include references to these indexed articles in the database which it is developing.

In addition to the copies of "F5" which we already receive as part of our NYS depository collection, I would appreciate being placed on your mailing list. This will facilitate my being able to keep current in indexing.

Thank you very much for your cooperation. If you have any questions or comments about this project, please call me at 474-7493.

Sincerely,

Marilyn Douglas
Senior Librarian

cc: "F6", Director

NEW YORK STATE SERIALS
INDEXING PROJECT
Bibliographic Entry Record

PUBLICATION NAME: NYSSIP ITEM NO.:

PUBLICATIONS NUMBER: _____ PUBLICATIONS TITLE: _____

TITLE: _____

_____

_____

AUTHOR: _____

_____

SERIAL NAME: _____

VOLUME: _____ NO.: _____ DATE: _____ PAGES: _____

NEW YORK STATE DOCUMENT CLASSIFICATION NUMBER (IF KNOWN):

_____

SUBJECT DESCRIPTORS: _____

NEW YORK STATE SERIALS
INDEXING PROJECT
Bibliographic Entry Record

PUBLICATION NAME: NYSSIP ITEM NO.:

PUBLICATIONS NUMBER: _____ PUBLICATIONS TITLE: _____

TITLE: _____

_____

_____

AUTHOR: _____

_____

SERIAL NAME: _____

VOLUME: _____ NO.: _____ DATE: _____ PAGES: _____

NEW YORK STATE DOCUMENT CLASSIFICATION NUMBER (IF KNOWN):

_____

SUBJECT DESCRIPTORS: _____

NEW YORK STATE
SERIALS INDEXING PROJECT

Bibliographic Entry Record

PUBLICATION NAME (PName) NYSSIP PUBLICATION DATE (PrDte) _____

TITLE (Title) _____

_____

_____

AUTHOR (Author) _____

AUTHOR (Author) _____

SERIAL NAME (SName) _____

_____

VOLUME (Vol) Vol. _____ NO. # _____ DATE (Date) _____ PAGES (SPage) _____

ADDITIONAL INFORMATION (AddIn) _____ : _____ : _____

_____ ; _____ ; _____

NOTES (Notes) _____

_____

_____

DESCRIPTOR (DE) _____

DESCRIPTOR (DE) _____

DESCRIPTOR (DE) _____

DESCRIPTOR (DE) _____

INDEXER'S NAME: (IName) _____ (First Initial/Last Name)

Joint project of the New York State Library, Legislative and Governmental Services, Educational Programs and Studies Information Service (EPSIS); and New York Library Association, GODORT.

21 people appointed to technology 2nd disability task force.
NewYSA, Vol.9, #6, (June, 1987), pp.1,7.

A & P, SuperFresh, and O & O: a union success story.
Young, Wendell W., III and wolper, Robert A. ILRR, Vol. 22, #2, (Spring, 1985), pp.27-32.

Accessible fitness: here's how you can do it.
NewYSA, Vol.10, #9, (September, 1987), p.5.

Accessible health club designed by Pratt graduate.
NewYSA, Vol.10, #10, (October, 1987), p.3.

Adolescent pregnancy prevention and services program.
M/CR, (October, 1985), p.3.

ADVOCATE FOR THE DISABLED
Advocate's Office follows 10 operational principles. NewYSA, Vol.9, #1, (January, 1987), pp.6-7.

Advocate's Office follows 10 operational principles.
NewYSA, Vol.9, #1, (January, 1987), pp.6-7.

Agency I&R staff rings up 6% increase.
NewYSA, Vol.9, #1, (January, 1987), pp.3-5,8.

AIGES, STANLEY L.
Groat award winner. Cullen, Mary T. ILLR, Vol.23, #1, (Fall, 1985), pp.4-5.

ALCOHOL AND YOUTH
Controlling teenage drinking and driving. M/CR, (October, 1985), pp.1,3.

ALCOHOLICS ANONYMOUS
Alcoholics Anonymous: golden anniversary. M/CR, Vol.1,#3, (April, 1985), pp.1+.

Alcoholics Anonymous: golden anniversary.
M/CR, Vol.1,#3, (April, 1985), pp.1+.

America three decades after Brown.
Levesque, George A. Need Serial Name, Vol.14, #2, (April, 1985), p.F2.

Another tobacco hazard.
M/CR, Vol.2, #3, (August, 1986), p.4.

Applebaum, Eileen
Technology and work organization in the insurance industry. ILLR,

Vol.23, #1, (Fall, 1985), pp.21-26, bib.

ARBITRATION, INDUSTRIAL
Dispute resolution. Colosi, Tom. et al. Need Serial Name, Vol.24, #2, (Spring, 1987), pp.23-27.

Organizing. Kramer, Saul G. et al. Need Serial Name, Vol.24, #2, (Spring, 1987), pp.28-34.

Storm warnings in labor arbitration. Edwards, Harry T. ILRR, Vol.23, #2, (Spring, 1986), pp.2-5.

ARCHITECTURE AND THE PHYSICALLY HANDICAPPED
NYC mayor signs access legislation. NewYSA, Vol.10, #9, (September, 1987), p.1.

Barley, Stephen R.
Could a funny thing happen on the way to the office of the future? ILLR, Vol.23, #1, (Fall, 1985), pp.11-21.

Being healthy - it's elementary.
M/CR, (October, 1985), pp.1-2; 4.

Bringing life to life: the humanities in a material age.
Wharton, Clifton R. Jr. Need Serial Name, Vol.14, #3, (June, 1985), p.3.

BUSINESS - DATA PROCESSING
Technology and work organization in the insurance industry. Applebaum, Eileen ILLR, Vol.23, #1, (Fall, 1985), pp.21-26, bib.

CALCIUM - THERAPEUTIC USE
Calcium for your bones. M/CR, Vol.2, #2, (April, 1986), p.3.

Calcium for your bones.
M/CR, Vol.2, #2, (April, 1986), p.3.

The challange and the choice.
Independent Commission on the Future of the State University. News (SUNY), Vol.14, #1, (January-February, 1985), pp.3-11.

CIGARETTE HABIT
Smoking cessation strategies. M/CR, Vol.2, #3, (August, 1986), pp.1-2.

Citizen's task force on aging out holds annual conference.
NewYSA, Vol.9, #6, (June, 1987), p.5.

Clerical organizing.
Ruff, Jackie. ILRR, Vol.23, #1, (Fall, 1985), pp.29-32.

COLD (DISEASE)
Vitamin C and the common cold. M/CR, Vol.2, #2, (April, 1986), pp.1-2.

COLLEGE TEACHERS - INSERVICE TRAINING

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COLLEGE TEACHERS - INSERVICE TRAINING
Faculty development should begin at the beginning. Welch, Claude

E., Jr. Need Serial Name, Vol.14, #2, (April, 1985), pp.F1, 4.

DEPRESSION, MENTAL

Depression. M/CR, Vol.2, #4, (December, 1986), pp.3-4.

Sad - the winter blues. M/CR, Vol.2, #4, (December, 1986), pp.1-2.

DRUG ABUSE - TESTING

Drug screening: protecting the workplace and the employee. Menaker, J. Thomas. ILLR, Vol.23, #2, (Spring, 1986), pp.18-20.

Drug screening: usually unnecessary, frequently unreliable, and perhaps unlawful. Spitzer, Arthur B. ILLR, Vol.23, #2, (Spring, 1986), pp.21-24.

Lessons from EAP [Employee Assistance Programs] for drug screening. Sonnenstuhl, William J. and Trice, Harrison M. ILLR, Vol.23, #2, (Spring, 1986), pp.25-29.

DRUNK DRIVING

Controlling teenage drinking and driving. M/CR, , (October, 1985), pp.1,3.

The stop DWI program. M/CR, Vol.1, #3, (April, 1985), p.2.

EDUCATION, HUMANISTIC

Bringing life to life: the humanities in a material age. Wharton, Clifton R. Jr. Need Serial Name, Vol.14, #3, (June, 1985), p.3.

Music literacy for all? Del Guidice, Richard J. Need Serial Name, Vol.14, #2, (April, 1985), p.F3.

EMPLOYEE OWNERSHIP

A & P, SuperFresh, and O & O: a union success story. Young, Wendell W., III and wolper, Robert A. ILRR, Vol. 22, #2, (Spring, 1985), pp.27-32.

Employee Ownership. Whyte, William Foote. ILRR, Vol.22, #2, (Spring, 1985), pp. 7-15.

Growth vs. equity: the employee ownership solution. Rosen, Corey. ILRR, Vol.22, #2, (Spring, 1985), pp.19-24.

A skeptic looks at employee buyouts. Fisher, Ben ILRR, Vol.22, #2, (Spring, 1985), pp.24-27.

EMPLOYEE OWNERSHIP - MICHIGAN

Employee ownership in Michigan: the emerging role of the state. Houck, James M. ILRR, Vol.22, #2, (Spring, 1985), pp.15-19.